

POSITION GUIDE NONAPPROPRIATED FUNDS

Title: Custodial Worker
FLSA: Non-Exempt

Pay plan/Series/Level: NA-3566-01
Citation: US OPM FWS JGS, Custodial Worker, 3566, 9/68.

Supervisory Controls: Works under general supervision. Supervisor is available to provide information or decisions regarding problems that may arise during work. Overall work is reviewed for status and progress, quality, and guest satisfaction.

Major Duties: Cleans rooms, corridors, stairways, and common areas. Sweeps, mops, vacuums, scrubs, strips and polishes using brooms, mops, lightweight equipment such as vacuum cleaners and lightweight floor scrubbers, waxers, and buffers. Dusts waxes and polishes furniture and fixtures. Cleans, disinfects and deodorizes bathroom and toilet facilities. Empties trash. Make beds and changes linen. Washes mirrors, walls, windows, and blinds. Provides and replenishes toiletries and room condiments. Notes condition of room and report any conditions requiring maintenance or repair. Maintains stock of room and cleaning supplies and condiments to perform assigned duties.

Skill and Knowledge: Must have the ability to follow instructions and read signs. Must have a basic knowledge of common cleaning solvents, cleaning tools, and equipment. Must be able to remove different kinds of stains from a wide variety of surfaces. Must be able to troubleshoot, make adjustments, and perform minor repair and maintenance of equipment.

Responsibility: Supervisor or leader assigns tasks and incumbent is responsible for accomplishment of assigned work. Work is reviewed in progress and upon completion for production, quality, appearance, and overall guest satisfaction.

Physical Effort: Required standing and walking on hard and carpeted surfaces with some bending, lifting, carrying, pushing and pulling of items and carts weighing up to 20.

Working Conditions: Works is usually performed indoors in areas that have adequate heat, light, and ventilation. Exposed to dirt and disagreeable odors and to skin irritations from cleaning solutions. Care is required to avoid injury when working when moving furniture and using powered equipment.